

Tots 2 Teens Tooreen
Community Pre-school



INFORMATION BOOKLET 2018
Pre-School

Tots 2 Teens, Tooreen

Contact Details

NAME: Tots 2 Teens, Tooreen

ADDRESS: Tooreen, Ballyhaunis, Co Mayo

PHONE NO: 094 96 39973 (087) 9901199

Centre Manager: Marian Robinson

Playgroup Leader: Marian Robinson

Qualifications: 1) Fetac level 6
2) First Aid
3) Play & Developing Child
4) Keeping Safe Training (Children First)
5) Play & Nutrition
6) Fire Prevention & Positive Behaviour Management
7) Diversity & Equality
8) High/Scope Approach Course Certificate
9) Introduction to HACCP

Playgroup Assistant: Margaret Cunnane

Qualifications: 1) Fetac level 5
2) First Aid
3) Play & Developing Child
4) Keeping Safe Training (Children First)
5) Play & Nutrition
6) Fit Tots Level 1
7) Diversity & Equality
8) High/Scope Approach Course Certificate

Playgroup Relief Assistants: To be notified
Margaret Ivoskiene

Tots 2 Teens is overseen by a Committee and Board of Directors

Mission statement

Aims

Tots 2 Teens, Tooreen aims to support the growth and development of each individual child by providing an integrated, balanced, broad, stimulating and differentiated service.

To achieve this we work in partnership with parents, carers and children and as a multidisciplinary team to provide a safe and secure environment, which enables children to be:

Respectful of themselves and others

Happy and Confident

Independent and Interdependent

Compassionate and Caring

Tolerant and Caring

Curious and Creative

Appreciative and appreciated

Objectives

To provide a safe, secure, stimulating environment, which embraces all children and values their race, language, gender, age, disability, culture, class and religion.

To value all children as individuals and appreciate their uniqueness.

To value parents and carers as the primary educators of the child.

To have high expectations of ourselves and the children.

To ensure that all staff receive appropriate training and maintain high levels of practice.

To develop practice which is based on a philosophy of responsibility towards each other.

To experience creativity and imagination through the arts.

To recognise children as part of communities, for example, peer groups, families and the wider society.

To develop a quality service which meets the needs of parents, carers and children within our area.

Admissions Policy:

Tots 2 Teens, Tooreen, offers equal access to its' facilities and services by adults and children from all cultural, socioeconomic and religious backgrounds. Tots 2 Teens, welcomes adults and children with a disability or learning difficulty.

Number and Age Range of Children Catered for:

The Playschool caters for all Children aged from 2 years 8 months to 6 years. The maximum number of Children catered for in any one session is 22. The staff Ratios is, 1:11, i.e. 1-11 Children, One adult. 2-22 Children, Two adults.

Service Provided

We Offer a sessional pre-school service which means that we offer a program to pre-school children for a total of not more than 3.5 hours per session.

Our childcare setting supports inclusive services for all children. We want all children to have full active participation in our early years service. Therefore, if there is anything in relation to the needs of your child that you would like to discuss, or if your child has any particular support needs, a support meeting can be held with staff and any relevant support services involved. Please speak to the playgroup leader/centre manager for further information and help.

Facilities Available

We offer pre-school children and parents a welcoming area which makes them feel wanted and welcome to our facility and gives the children an area to hang up their coats and bags. It gives parents a place to sit and wait when picking up the children or if they are trying to make the final steps in helping their child to stay independently in the service.

We have a large pre-school room with a messy room for art, water and sand play off the main room and an outdoor play area all dedicated to the provision of a safe, secure and stimulating environment for the children.

The facility also includes a kitchen, an office and toilets which have wheelchair access.

Membership to a National Voluntary Childcare Organisation

Tots 2 Teens are members of the Early Childhood Ireland Organisation.

Allocating Places

Children of School age who qualify for ECCE places will be given first preference of places within the facility.

Each parent completes a registration form for their child, which is kept on file.

An open day is held annually for parents and Children to discuss their fears and concerns about the settling in process.

Open Door Policy

We, at Tots 2 Teens, offer an "Open Door Policy" (A welcome at all times for all Parents). This is especially relevant during the settling in period.

Settling in Policy

Tots 2 Teens are committed to the smooth transition of the Children and the Parents into the Playgroup service.

Settling in should be a positive experience as it will influence the Child's self confidence, attitude to relationships and socialising and will lay the foundations for future learning.

First Day:

The Staff at Tots 2 Teens will greet the child and parent together. Parents are very valuable to their children in this process.

Parents should be prepared to stay for the child's first session if necessary. Some children may not be ready for a full session, others may not require the parent to stay for the full session. Staff will advise parents on this matter.

Parents are encouraged to interact with their child and other people in the playgroup in order to reassure the child of the safety of the surroundings and people.


Where appropriate, parents may separate from their child for short periods of time, with the child's knowledge.

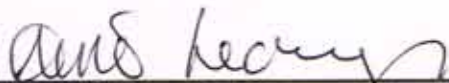
Children must be collected promptly at the appointed time.

This policy was approved on behalf of Committee and Board of Directors by:

John Nolan
Chairperson, Committee

Board of Directors


30 August, 2018


30 August, 2018

Partnership with Parents Policy

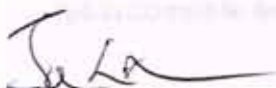
It is the policy of Tots 2 Teens, Tooreen, to promote the active participation of parents in the planning and development of the service, valuing parents as the first educators of their children. This close relationship between staff and parents in the running of the service has long been recognised as one of the indicators of a quality childcare service.

Procedures

- Regular meetings are held with parents
- Parents are informed about developments of the service
- Parents are invited to open days of the service
- Parents are provided with a parent information booklet, giving details of the service before the child starts at the service
- Parents are encouraged to be involved in decisions about policies and procedures operated by the service and any other aspect of the service that affects their child.
- Parents are welcome to visit the service at any time
- Staff members are available to discuss any concerns a parent may have with the service
- There are parents representatives on the management committee
- Parents are encouraged to work as volunteers in the service when needed
- Parents are informed about the AIM program and a meeting can be arranged if needed.

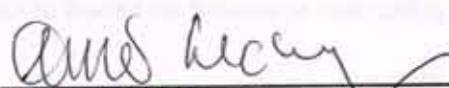
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Board of Directors



30 August, 2018

Opening Hours and Holidays:

Morning Session: 8.45am – 12.15pm Monday – Friday

The Playschool will open for 38 weeks of the year, the ECCE places operate for the same number of weeks as the Primary School. Children may attend for the extra 9 weeks under the service fees policy. The playschool will start in September and run through until the end of June annually with holidays intermittently for, Halloween, Christmas and Easter. Parents will be advised of holidays by staff.

Fees and Payment Policy:

Tots 2 Teens, operates the Early Childhood Care and Education (ECCE/Free Places) scheme and the Childcare Subvention Scheme (CSS). The CSS covers different criteria (Social Welfare, Carers allowance, etc). Please ask Centre Manager for details.

Children who do not qualify for either of the above schemes, the weekly fee is €67.00 or €13.40 per day.

The school operates an envelope system. This means you place the exact amount due in an envelope, write your child's name on it and give it to a member of staff on the day the money is due(weekly/monthly). There is a book which you will have to sign as a record of payment. Fees must still be paid if a child is out sick or on holidays during our normal opening weeks or when a parent takes a holiday.

There will be no fees charged when Tots 2 Teens is on Holidays or for public holidays (e.g. the month of July, August and Halloween, Christmas and Easter holidays). These dates will be circulated directly to parents and posted on the parent's notice board well in advance of these closure periods.

Children have an annual outing at the end of the year and there will be an additional charge for this if you wish your child to take part in this event.

Absence

If your child is unable to attend the facility for any reason, please contact us on one of the following numbers:-

0949639973

0879901199

Non Payment of Fees

- Non payment of fees may result in loss of place for your child.
- Any delays in payments must be discussed in advance and agreed with the manager.
- The Manager will notify the Committee and Board of Directors of any non-payment of fees.
- The Board of Directors/Committee will review all reports of non-payment of fees which have been reported by the Manager.
- The Board of Directors/Committee will review non-payment of fees on a case by case basis and will inform the Manager and parents of their decision in writing of the outcome.
- A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved.

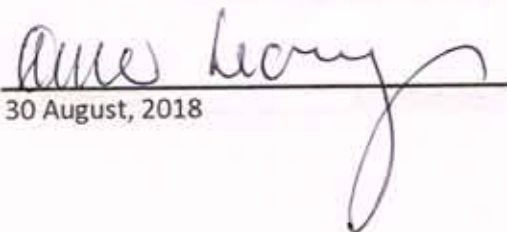
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30 August, 2018

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30 August, 2018

Policy on Authorisation to Collect Children

This policy outlines the protocols in relation to the collection of Preschool children from Tots 2 Teens. It also includes the information and records required for each preschool child.

Principles:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulations 2016.

Procedure:

On attending Tots 2 Teens parents will fill in a registration form which contains the following details (which will be kept in a locked cabinet): Name and Date of Birth of child, Home Address, Home and Work Telephone numbers of parents, where parents can be contacted during playschool hours, names of other adults who may be contacted in an emergency and the name of adults who may collect child/children other than their parents/guardian.

Tots 2 Teens shall ensure that these records are retained for a period of 2 years from the date on which the child/children attend the service.

Procedure for Authorisation of Collections:

- If a child is to be collected by a person other than their parent/guardian, prior signed parent permission must be in place.
- The parents will provide the name, contact number and relationship to the child of the persons authorized to collect the child/children.
- Authorised person must be over 18 years of age
- In a case where authorised persons are not available, parents will provide Tots 2 Teens with a signed note stating who will be collecting their child and this note will be put with child's records.
- Tots 2 Teens need to be informed if one parent does not have guardianship or access to their child.

It is the responsibility of Tots 2 Teens to ensure that all authorisations adhere to the requirements.

1.1.1. The Role of the Teacher

The teacher's role is to create a learning environment where students can learn effectively. This involves setting clear expectations, providing feedback, and encouraging student participation.

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Inclusion Policy

Tots 2 Teens offers equal access to its facilities and services by adults and children from all cultural, socioeconomic and religious backgrounds. Tots 2 Teens welcomes adults and children with a disability or learning difficulty.

This policy represents the agreed principles and commitment for inclusion, in line with Early Childhood Care and Education National Inclusion Charter.

Principle:

This policy is underwritten by the child Care Act 1991 (Early Years Services) Regulations 2016, the Employment Equality Act 1998 to 2011, the Equal Status Act 2000-2012, the UN convention on the rights of the Child (Articles 29-30), the Disability Act 2005 and the Special Needs Legislation- ESPEN Act 2004.

Rationale:

Tots 2 Teens is committed to working in partnership with parents to support children's ability, identity, cultural backgrounds and sense of belonging. We will support and respect families in their parenting role and beliefs about childrearing. We will support children to become respectful of difference and foster each child's critical thinking in order to confront bias and discrimination. Our HighScope Curriculum meets the individual needs and interest of the children under Siolta, The National quality Framework (2006) and Aistear, the National Curriculum Framework (2009) and responds to children's diverse and individual learning needs.

We will respond appropriately and sensitively to any additional needs a child may experience, for example, a new sibling, moving house, absent parents or any long term care plan such as asthma, allergies, disability, developmental delay and medical conditions.

We will support continual development for all early childhood practitioners so as to ensure they are trained in an equality and diversity approach to providing care and education to all.

Procedure:

All children attending Tots 2 Teens are supported to feel secure and know that their contributions are valued.

Risk Management Policy

At Tots 2 Teens we are committed to safeguarding children, staff, parents and all visitors to our centre. We have policies, procedures and practices in place to ensure that we are providing a safe place for children, staff, parents and visitors.

Our risk management procedures are part of a continuous process to prevent any dangerous incidents taking place. They are the responsibility of all staff as part of their daily duties.

Principle:

This policy is underwritten by the Child Care Act 1991 (Early Years Services) Regulation 2016 and the Safety, Health and Welfare at Work Act (2005)

Procedures:

A visual inspection of both equipment and the entire premises both indoor and outdoor, are carried out daily.

Inspections will be carried out by staff members on arrival at the setting and before the children arrive.

Any items that are broken will be removed and disposed of appropriately. Equipment which can be repaired will be repaired by the workers on the Rural Social Scheme.

If Entry or exit points pose a potential risk to staff, parents or children, arising from wet leaves, frost or snow, all necessary steps will be taken safe by staff members to make area safe.

A record will be made in our Risk Assessment copy

Children are encouraged to tidy up after each play to reduce the risk of accidents.

Accidents/Incidents:

All accident's and incident's will be recorded in our accident book on the same day as the event took place. The record it contains is as follows;

- Name of Service
- Child/Adult name
- Date of Birth
- Time, Date and nature of accident/incident
- Location of accident/incident

- Injury sustained
- The action taken and by whom
- The signature of the member of staff who dealt with the event, any witness and a signature by the parent/carers of the child or children involved.
- Signature of manager

Staff will inform parent/carers of the child or children concerned at the end of the session in which the accident/incident took place.

INFORMATION MANAGEMENT / RECORD KEEPING

STATEMENT

Tots 2 Teens, wishes to maintain complete, accurate and up-to-date written records on all aspects of its service.

Register of children attending service – Detailing arrival and departure time.

Tots 2 Teens will comply with the statutory requirements of the Child Care Act 1991 & Child Care Early Years Services Regulations 2016 and will keep confidential information about the children, families, staff and volunteers taking into account the “Children’s First” Guidelines.

Records about Children and Families

Information will be collected on the Getting to know your Child form before each child starts in the service. This information will be transferred onto individual record card. These will be kept on the premises at all times and readily available to staff.

- Full name, address, telephone numbers of parents and child
- Childs date of birth
- Record of immunizations, allergies, dietary information and any other significant health information
- Parents place of employment and telephone number
- Name, address, telephone number of family doctor for contact in case of emergency
- Name, addresses and telephone numbers of persons (Over 18) authorised to collect children on the parents behalf
- Relevant information such as access and custody arrangements, including anyone to whom the child should not be handed over to.
- Starting date and finishing date with the service.

Observation Records

Staff may gather information on Children during the ongoing process of observation, assessment and planning, which forms part of the daily work of Tots 2 Teens. All information collected in this way should be filed, dated, kept on the premises and shared with parents as required. Photos, tape and video recordings should only be taken in consultation with Children and Parents. If a student trainee is on placement in the service, permission needs to be given by the parent before any observation of a child takes place. (Information on Data Protection available in the service)

Accident and Incidents

Risk Assessment:

We at Tots 2 Teens, carry out a risk assessment each day to provide a safe and healthy place for children, parents, staff and volunteers using the service.

The purpose of our policy is to prevent accidents and injuries.

We identify the risk; where it is, what it is

Who is at risk; children, staff, parents, volunteers and visitors

Assess the level of the risk (high medium or low). The likelihood of it happening and the impact if it did happen

Control measures to reduce the risk; what we need to do in order to reduce that risk

Monitor and review

Procedures and Practices:

Our risk assessment is carried out by the staff (Marian Robinson, Margaret Cunnane and relief worker Margaret Ivoskiene) each morning before children arrive

If main entrance (used by all named above) is covered by leaves, snow or frost, the area is cleared

Outdoor play area is checked for any hazards, eg loose screws/handles on equipment. Both gates are securely locked. All play equipment is kept in storage areas when not in use. This is logged in our checklist book

Main playschool room, sand and water area and art area are checked eg tables, chairs, trucks, all toys large and small are in correct places. Children are encouraged to tidy up as they go along to prevent accidents.

All cables/wires are out of the reach of the children

All plugs are covered with safety covers

Our fire equipment is checked on a monthly basis by staff members and yearly by Apex Fire.

Proper clothing is worn by children to avoid, trips/accidents/injuries

All cleaning products are stored in a locked cupboard

Water spillages and paint spillages are mopped up when required

There are continuous risk assessments in each area, especially if we change an area or add new equipment

In the event of an accident/incident:

- The first aid box is always fully equipped, easily identifiable and location is known to all staff. Any substances, which may cause an allergy, will not be included.
- Medical supplies are checked regularly
- A designated First Aider (certified) is on the premises at all times.
- Staff must wear protective clothing (disposable apron and gloves) to clean any bodily fluids or spillages.
- If a child is involved in an incident or accident, one member of staff will deal with that child while the other staff member looks after the other children. Injured child is the priority at the time e.g see to the injury, console the child
- All accidents even minor ones, are recorded in an accident record book, minor accidents will be treated and parents informed of the injury. Record includes, Child's name, date of birth, address, name of centre and address, date and time of accident/incident, location, piece of equipment involved, action taken. Book is to be signed by the person in charge at time of accident/incident, the parent/guardian and the centre manager.
- Records are accessible to all relevant staff in case of any emergency.
- In the case of a serious accident, we have a local doctor on call, they will be called and the child's parents contacted immediately.
- If the child has to go to the hospital immediately, the childcare worker will accompany and the child's parents contacted immediately.
- The child's records will be taken to the hospital.
- The childcare worker will not sign for any treatment to be carried out on the child in the hospital. Parents are responsible for all doctors or hospital fees where applicable. The childcare worker will wait with the child until the parent/carer arrives.
- All accidents are recorded in the accident/incident report book.
- Parents will be asked to sign off on the accident/incident report.

If there is an incident eg biting, kicking or spitting in the service, both parents of children need to be notified , plus a report needs to be written into the

accident/incident book for both parents keeping both children's identities confidential.

Follow up action will be carried out if incidents keep occurring on a regular basis

The accident/incident book is regularly inspected by the manager with responsibility for Health and Safety, along with the Health and Safety officer who checks the service on a monthly basis to identify hazardous areas and take remedial action both indoors and outdoors. Records of both are kept on file.

All accident/incidents are reported to the manager of the service

First Aid

It is required by the pre-school regulations to have a staff member at all times present in the service with current first aid training. We aim to have the majority of our staff with current first aid at all times. The most senior staff member with first aid training will decide on the first aid action to be taken based on their first aid training.

A list of emergency telephone numbers will be on display in each room. It will include the following details:-

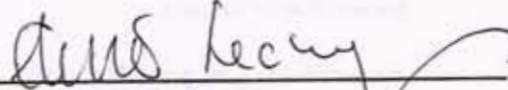
- Emergency number 999 or 112 to request emergency service – ambulance, fire brigade, Gardai.
- A list of other telephone numbers of other emergency services which should be summoned as back up 999 call
- Local Doctor
- Duty Social Worker in local HSE office
- Public Health Nurse
- Local Garda Station
- Local Fire Station
- Local taxi service

This policy was approved on behalf of Committee and Board of Directors by:

John Nolan
Chairperson, Committee

Board of Directors


30 August, 2018


30 August, 2018

Confidentiality Policy

Principle:

Young children and families are entitled to expect that any information about health, family circumstances, children's development and behaviour shared with or observed by early year's practitioners or students/volunteers will be treated in the strictest confidence.

Statement of Intent:

Tots 2 Teens is committed to keeping all information about children, families, staff, students and volunteers using the service confidential. Unless there is a child protection obligation for us to disclose such information or the service is legally obliged to do so.

(See also Data Protection Policy and Record Keeping Policy)

Policy and Procedures:

- All registration forms and records of children attending the service will be kept by the manager in the office filing cabinets which are locked.
- Parents may have access to the records of their own child/children but do not have access to information about any other child.
- Any confidential information given by parents to the service will not be passed on to third parties without permission.
- Any information relating to a child's personal circumstances will be kept in a confidential file and will only be shared with staff on a need to know basis.
- Where we have concerns about the safety or welfare of a child, we will take a decision to share information with the statutory authorities, under the child protection guidelines.
- All staff, volunteers, students, parents and guardians will be made aware of the Confidentiality Policy
- Any breach of confidentiality by any member of staff or committee will lead to disciplinary action.

This policy exists to protect children, parents, carers, families and staff and to ensure that everyone using the group is absolutely clear about issues of confidentiality and what the group's procedures and routines are in respect of this matter.

Equal Opportunities

The equal opportunities policy of Tots 2 Teens is to recognise and respect the rights of all adults and children associated with the service, to develop an effective programme of action to promote equal opportunities and eliminate discrimination on grounds of culture, race, gender, disability and social background in all of its procedures and practices.

The pre-school service will comply with all relevant legislation including:

Admissions

- The childcare service is open to all families in the community
- Places are allocated as per guidelines for admission procedures
- Parents are aware that they can request a protocol meeting for their child if necessary under the Stepping Stones document

Families

The childcare service recognises that:-

- All families are encouraged to be involved in their children's early education, in whatever way possible for them
- The input of all families into decision making in the childcare service is valued equally
- There are many different types of families
- Children can be loved and cared for in different family settings
- Families have different means. We operate the ECCE Scheme (Free Preschool Place) and the CCS Scheme (Subvention). Contact a staff member if you feel you may qualify for any of the above schemes.

Meetings and Information

- The time and place of meetings will ensure that all families have an equal opportunity to attend and be involved
- Information, spoken and written, will be communicated in as many methods as possible

PROGRAMME OF CARE:

We at Tots 2 Teens follow the High/scope approach of Active Learning.

Including all Children

- Our childcare service supports inclusive services for all children. We want all children to have full and active participation in our service
- The childcare service recognizes that all children are individual but some children need more support
- Parents can request a support meeting to discuss their child's needs. This can be arranged with the senior childcare practitioner
- The senior childcare practitioner will give a copy of the Stepping Stones document to the parent and explain the process
- The senior childcare practitioner will organize the meeting

WHAT IS HIGH/SCOPE –

High/Scope is an approach to early learning which identifies and builds on children's strengths, interest and abilities. The High/Scope approach invites children to be actively involved in play throughout the session.

WHAT DOES A HIGH/SCOPE SETTING LOOK LIKE?

Our High/Scope playgroup is divided into separate play areas – defined for the children by low level storage units which house a range of accessible interesting and where possible – real materials for the children to work with.

WHAT IS THE DAILY ROUTINE IN HIGH/SCOPE?

The High/Scope daily routine provided consistent but flexible structure for the children and adults in the group. The routine is divided into different segments,

1. **Meet and Greet time:** this gives children the opportunity to offer their news which may have happened over the weekend or day before. This promotes confidence in children and especially children who may be more reserved.
2. **Planning Time:** planning is a thought process in which internal goals shape anticipated actions, when young children plan they start with a personal intention, aim, or purpose. Depending on their age and capacity to communicate, they express their intentions in actions (getting a block) gestures, (pointing to block), words (I'm going to play with blocks). Because they participate in the planning process each day, children grow accustomed to indication their intentions before acting on them. This helps children become conscious of their capacity to shape and control their own actions.
3. **Work time:** this is the time to carry out their plan either alone or with other children. This is the time that adults observe, understand and participate in children's play.

4. **Tidy up Time:** Each child gets a turn at giving the "five Minute Hand Notice" to tidy up time using a hand prop decorated by the different areas to music.
5. **Recall:** during recall time, children reflect on, talk about, and exhibit what they have done at work time. While the planning process involves children informing a purpose and anticipating a course of action that leads to active learning experiences, the recall process helps children make sense of their actions. At recall, children are involved in several important processes- drawing on memories, reflection on experience, associating plans with outcomes, and talking with others about their discoveries and actions.
6. **Lunch:** We promote a healthy eating policy. Parents provide the lunch. Water is available to children at all times. The center operates a re-cycling system which the children follow.
7. **Large Group Time:**

What is this:- All children and adults are together. Active learning occurs in a communal setting.

Why it is important:- Gives children a repertoire of common experiences. Builds a sense of community, encourages group membership and leadership. It provides children with group problem solving experiences.

Where to meet :- Meet in a spacious location, the large-group time experience determines the formation of the group.
8. **Small Group Time**

What it is :- An adult initiated learning experience, based on children interest and development. The same group of children is with the same adult, active learning in a supportive setting.

Why it is important :- Builds on children's strengths. Introduces children to materials and experiences they might otherwise miss. It provides children with regular peer contacts and interactions. Its lets adults observe and interact with the same group of children. Enables adults to practice support strategies in a stable setting.

Where to meet :- Gather together in a consistent place. Go to the relevant materials.
9. **Outdoor Play:**

What it is : Energetic outdoor play. Opportunities for social play. An outdoor setting for learning.

Why it is important :- Outdoor playing is healthy and constrained. Children have contact with nature. Adults continue to learn about children.

Where to play :- on a playground designed for young children.
10. **Prayers.**
11. **Farewell and home.**

WHY LABEL AREAS AND EQUIPMENT IN HIGH/SCOPE?

Each area is visible and named using signs which are easily understood by the children showing the type of activities on offer. All materials and units are also clearly labeled allowing the children to choose, work with and replace equipment themselves.

PROGRAMME OF CARE AND LEARNING FOR A CHILD WITH ADDITIONAL NEEDS

STATEMENT

Tots 2 Teens ensure that children with special needs have the opportunity to grow learn and develop to their highest individual potential.

On first approach by parents we give the information booklet which includes information on staff/adult/child ratio. Opening hours, the centres program and facilities available. The information booklet also contains the statement "Our childcare setting supports, inclusive services for all children". Tots 2 Teens have an Inclusion Coordinator under the AIM Model. The Inclusion Coordinator can work with parents to access supports for children with additional needs.

Tots 2 Teens will make adjustments to equipment as needed, e.g. extra hand rails, steps etc, overseeing the safety of the children. Materials can be adapted e.g. straws added to strings to make threading easier, peg jigsaws, photos for meet and greet, tidy up, planning and recall, lunch, large group, small group, outside time, and the use of sign language.

Tots 2 Teens work with all the relevant agencies under the Mayo Early Intervention Service. We ensure the support worker is included in a team approach in the preschool setting in observations, planning and activities.

Tots 2 Teens follow the HighScope approach to learning which is available in our information booklet which is adaptable to all children.

Infection Control Policy

Statement of Intent:

Infectious illness can cause ill health in young children and staff. To protect children and adults from the spread of infection, childcare staff need to understand how diseases are spread. The spread of germs can be greatly reduced if standard precautions are used consistently and regularly. The single most important way to prevent the spread of germs is by **Handwashing**.

Ensuring Healthy Children and Staff

Children and staff who are unwell for any reason should not attend the centre as they will be unable to participate in activities of the sessions and there is not any additional staff to cater for their needs. It is also vital that the service does not become a place where infection is spread and illness contracted.

Parents are notified of any outbreak of vomiting/diarrhoea or a contagious disease as soon as it occurs. A note is provided to the parents stating the date of the first case of any of the above mentioned and also the date of the last known case in the service.

- Children or adults with heavy colds or coughs should not attend the centre
- If there is an outbreak of vomiting or diarrhoea, children or staff that have contracted the bug, must stay away from the centre for 48 hours
- Any child of centre staff who is ill should not accompany their parents to the workplace
- If a child becomes ill during the session, contact should be made immediately with parents/carers to enable the child to be brought home.
- Children with infectious diseases such as, measles, chicken pox, mumps, hand foot and mouth, conjunctivitis and rubella should not attend the centre. TUSLA Early Years and the Public Health Nurse in Merlin Park and parents need to be notified of an outbreak immediately
- A dated notice informing parents of an incidence of an infectious disease will be displayed on the notice board and staff will inform parents verbally.
- The service will keep an updated supply of information on infectious diseases, available on request to parents.
- Staff should encourage the exchange of relevant health information and should be particularly aware of the need to observe children following immunisation.
- Contagious conditions such as head lice may come to the attention of staff. This should be discussed sensitively and confidentially with parents and appropriate action agreed. The presence of the condition in the centre will be notified in writing to all parents by the management committee and appropriate remedial action outlined.

Both Tots 2 Teens and St Brigid's National School notify each other of infections in either place.

Hygiene

Ensuring a clean and Hygienic Environment

Premises and equipment that are used on a daily basis by a large number of children and adults need to be kept thoroughly clean.

The following procedure will therefore be carried out and a record of cleaning maintained.

- Handwashing after using toilet, before lunch, after sneezing and coughing is essential. Wash with anti-bacterial soap and water at a temperature of 43 degrees. Dry hand with disposable paper towels (when on outings, and handwashing facilities are not available we use an alcoholic based hand rub gel with a percentage of 60 % alcohol
- The service will have a daily and weekly cleaning routine in respect of floors, equipment, furniture and materials
- Sand will be changed regularly and covered when not in use
- All toilets, surrounding walls and wash hand basins will be cleaned and disinfected on a regular basis
- Cups etc will be washed in hot water with detergent using rubber gloves.
- Mops for general floor washing will be disinfected using rubber gloves and left to dry mop head up. They should be replaced regularly.
- All cleaning cloths and towels in the kitchen area will be changed every day. Paper towels used in toilet areas.
- Nappy changing area to be cleaned and sanitised
- Routine cleaning which may pose a safety risk, will not take place when children are on the premises.

When cleaning up spills such as blood, vomit, urine, diarrhoea and excrement staff will:-

- Children should be kept away from the area until it is cleaned and disinfected
- Good quality disposable gloves and apron should be worn
- Wipe up spills with disposable paper towels and dispose of in double plastic bags
- Treat the area of the spill with 'Dettol' solution diluted according to the manufacturer's instructions using disposable cloths

- Staff should wash hands thoroughly after cleaning the area

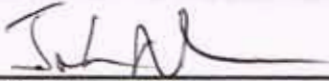
A supply of clean clothing will be readily available to the children in the case of accidents and a supply of polythene bags to wrap and return soiled clothing to parents. Parents will supply a change of clothes which will be kept on the premises.

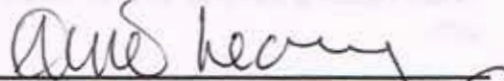
Staff will model and explain good hygiene practices to children throughout the activities in the centre ensuring that hands are washed after using the toilets, after outdoor play/ play with pets and before and after handling food.

This policy was approved on behalf of Committee and Board of Directors by:

John Nolan
Chairperson, Committee

Board of Directors


30 August, 2018


30 August, 2018

MEDICAL ADMINISTRATION POLICY

STATEMENT

Tots 2 Teens (Tooreen) has put into practice a safe and effective procedure for the administering of medication whilst on these premises, and in the care of our staff.

Administration

Parents sign consent for administration of medicine on the enrollment form at the beginning of the year

A record of the children's medical history is kept on file in the office

If a child becomes ill during the session, we first make contact with the parents/guardians to see if they can come to collect their child. We document the time of call to parents/guardians. If unable to reach the parents/guardians, we also document the time of call. If unable to make contact with the parents/guardians, we will seek medical advice from our local doctor.

Two qualified staff members, leader and assistant, who are familiar with child must administer medicine. (Student/Volunteer **may not** administer medicine)

1. Written permission from parent/guardian/ carer of the child for staff to administer medicine.
2. General medication such as temperature reducing medicine, i.e. Calpol, Paracetamol, Ibuprofen can be administered to children in sessional pre-school providing written consent has been given by parent.
3. Medicine must clearly state the child's name, dosage, time for administering medicine, what the condition is eg high temperature, reducing fever
4. Medicine must be in date
5. Staff must adhere to hygiene procedures – wash hands, clean measuring device eg spoon, caps or other provided by manufacturer
6. Staff must administer the dosage as per written instructions on the medicine. Staff will have read and understood the leaflet with the medication
7. Staff must administer the medicine at the stated intervals as specified on the container but will also have checked with parents as to when child received first dose
8. Staff must administer the medicine in presence of a witness.
9. Staff administering the medicine must check:
 - The child's name
 - Prescribed dose
 - Expiry date of medicine
 - Written instructions provided by the prescriber on the label or original container
 - Time when medicine given is recorded

10. Staff must stay with child until medicine has been swallowed.
11. Staff must return the medication to the medicine cabinet and secure within which is stored out of reach of children in our store room which has a bolted door
12. Should have any child have a special medical condition, e.g nut allergy, asthma, an appointed member of staff will complete the necessary specialist training which would be discussed with the family G.P. For example, EpiPen or Asthma Nebulizer.
13. Parents will first complete a Medicine Request and Indemnity Form, which a copy will be forwarded to the Insurance Company, copy to parent and copy on the child's file.
14. Group outings, a member of staff will be designated to bring any medications and administer it to the child if required which will be in its original container in a sealed plastic box. The box is clearly labeled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when the medicine has been given. On returning to the service, the card is stapled to the medicine record book (which is kept in the office) and the parents sign it
15. List of children's names with allergies are listed and on display in the service

RECORDING

- Staff administering medication must keep a record in the 'Medicine Record Book' stating, medical history of each child, including allergies and any adverse reactions to medication
- Staff member must ensure that a parent/guardian/carer's signature is obtained before the child leaves the service at the end of the day, so that they are aware of the medicine received by the child during the day.

Accident/Emergency Consent Form

Parent gives permission for Tots 2 Teens to act on their behalf in case of emergency or accident, and to take such action for the benefit of the child.

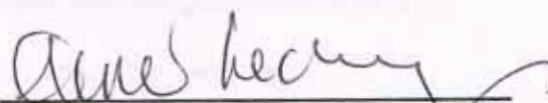
This policy was approved on behalf of Committee and Board of Directors by:

John Nolan
Chairperson, Committee

Board of Directors



30 August, 2018



30 August, 2018

Fire Safety

It is policy of Tots 2 Teens to ensure that adequate measures are put in place to ensure that all children, parents, staff and all other persons attending our service are safe, in the event of a fire.

Procedures


- 1) The service has all the relevant fire safety equipment recommended in the Department of Environments Fire Safety in Pre-Schools booklet, including, Fire Extinguishers, smoke alarms and fire blankets
- 2) Staff, parents and the children are to be aware of the evacuation procedures in the event of a fire

When fire alarm rings: children follow designated person, who opens double doors to the outdoor area and children follow adult to fire assembly point. Leader of room takes the register and the phone and checks to see if all children and adults are present. Leader will ring Fire Brigade if needed. Designated person checks to see if facility is safe to return to.

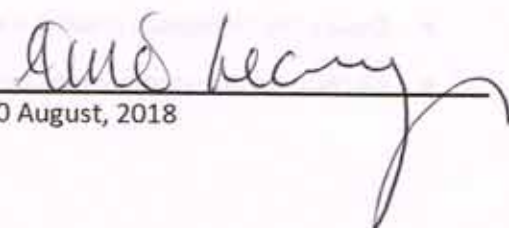
- 3) Students/volunteers and newly appointed staff are to be informed about what procedures to follow in the event of a fire
- 4) Attendance records of all children and adults present on the premises are kept up-to-date, to ensure that everyone is accounted for in the event of a fire or other emergency.
- 5) The fire safety equipment is checked annually by Apex Fire Ltd. and a record of dates maintained
- 6) Fire drill instructions are located in each room
- 7) The assembly point is clearly marked
- 8) A fire drill is carried out with the staff and children every month
- 9) A record is kept of all fire drills carried out.

This policy was approved on behalf of Committee and Board of Directors by:

John Nolan
Chairperson, Committee


30 August, 2018

Board of Directors


30 August, 2018

OUTINGS POLICY

Tots 2 Teens (Tooreen) take children on local walks and bus journeys as part of the curriculum.

The purpose of our outing is for the children to have a morning away from the service in a different environment but still as a group.

Planning an outing risk assessment:

For local outings to the hurling pitch and to the national school, there is no need to cross a road. We do a risk assessment to see if we will need extra adults for the walk. Parents have signed a consent form to allow their children to these venues. On our outing to the pitch, we bring alcohol based hand rub gel as there are no handwashing facilities there.

Our destination for our school tour is usually Pots of Fun Claremorris or Graune Pet Farm Ballyhaunis which is about a 45 minute bus journey.

On booking the venue, it is first checked as to how many children will be there on the day, plus age group of children. The date of the outing may be changed if the age group of the children is not appropriate.

Checklist for Outing:

- Ensure that the staff to child ratio is maintained at all times
- Take register with them
- Take first aid kit
- Take a mobile phone
- Check the register throughout the outing
- Make provision for children with special needs that their individual needs and safety are properly met eg pictures, photographs and sign language
- Ensure any incident or accident that occurs on the outing is recorded in writing

Use of Vehicles for Outing (e.g hire of bus)

When planning our outing using a hired vehicle, records of the vehicle and driver, including licences, Garda Vetting, certificates of business, use of insurance will be checked by the manager.

- Get confirmation of booking by email or letter from bus company
- Ensure the vehicle is fitted with seat belts
- Ensure the maximum seating is not exceeded
- All children are accompanied by staff members and volunteers (parents)

- No child left unattended on the vehicle
- Care will be taken getting in and out of the bus

Alternative arrangements are made in advance with the bus company in the event of a break down (send replacement bus).

Consent:

Tots 2 Teens provide the parents with a letter stating:

- Destination
- Method of travel
- Times of departure and expected time of arrival back to service

The parents are asked to sign a consent form stating that they are allowing their children on the outing. Permission is also sought for a group photograph to be taken on departure and before we enter the premises mentioned above. The consent form also states the number of children going on the outing. The names of staff, plus names of parents going on outing will also be listed.

Responsibilities on the day:

- Each adult is responsible for 2 children or one adult to one child with special needs
- The manager is responsible for roll calls, head counts before bus leaves for destination and on arrival/departure from premises
- The members of staff deal with incidents/accidents which may occur on the outing
- Only members of staff take children to use the toilet
- In the event of a child going missing, the manager searches for the child, other staff members will stay on site (see Missing Child Policy)
- Prior to the outing, parents will be informed as to how their children should be dressed and if sun cream and sun hats are needed
- All members of staff are trained in First Aid

Insurance:

We notify our insurance company of the date of our outing

Tots 2 Teens insurance has adequate insurance for each child to go on outings.

The adult to child ratio is adhered to at all times in accordance with risk assessment check

The Manager of Tots 2 Teens acts in a supervisory role on the day and is not part of the adult to child ratio.

Management of Outing:

- The children on Tots 2 Teens outings are supervised at all times by staff members and parents
- Frequent head counts are done throughout the outing, e.g before we leave Tots 2 Teens, roll call on bus, on arrival at destination, throughout their play, eating of lunch, before we leave outing premises and on bus prior to departure and on arrival back to Tots 2 Teens
- Children will wear a white t-shirt with blue stripe in order to be identified as Tots 2 Teens children
- The transport company complies with all relevant safety requirements and insurance cover
- All staff members hold a current first aid certificate
- A fully stocked first aid box is taken on the tour plus our "Magic Water" (saline solution), toilet rolls/tissues, sick bags
- The manager carries a fully charged mobile in the case of an emergency
- Medication for children who need it is brought on the outing in a sealed plastic box, clearly labelled with the child's name and the name of the medication. Inside the box is a copy of consent form and a card to record when it has been given. On returning to the service, the card is stapled to the medicine record book (which is kept in the office) and the parents signs it
- The preschool register which contains contact of parents and emergency contact numbers is brought on the outing
- A record of all children's medical history and allergies are available on the day
- On Tots 2 Teens outings, lunch is provided by proprietor of the play centre at a cost of €11 per child (all allergies are taken into account)
- A group photo is taken when leaving Tots 2 Teens and on arrival at play centre

Missing Child Policy:

Statement of intent:

All children attending Tots 2 teens are of equal importance and are cared for equally. Staff are deployed and the building is used in such a way as to minimise the chance of children removing themselves from the main group without being noticed, whilst allowing a free choice of activities. In this way staff can be made immediately aware of a child needing help or support and react accordingly.

Procedure:

- Children are welcomed into the setting by a designated member of staff, who marks their presence in the daily register
- A member of staff remains on duty by the door throughout the arrival and departure period of Tots 2 Teens and until all parents and carers have left the premises
- The main door is kept secure at all times when a member of staff is not on duty at the entrance
- Children's times of arrival and departure are noted on the signing in book
- Staff are deployed throughout the setting during the session, ensuring that no child is left alone for any period of time without an adult being aware of their location
- The rooms in which the children play are never left unsupervised/out of vision of staff members
- A member of staff remains on duty within the main room at all times, unless all the children and staff are in the outdoor area together
- Visitors are viewed through a window before the door is unlatched to allow them access to the building
- The outdoor area is supervised
- The outdoor area is securely fenced and the gates are secure at all times
- If all staff and children are outside and a child needs to come inside, a member of staff will accompany them

In the event of a member of staff not being able to locate a child on the premises:

- The premises will be searched thoroughly and immediately
- The register will be called to determine which child(ren) are missing
- The grounds surrounding Tots 2 Teens will be searched
- The Manager will call the local Gardai

- The manager will inform the parents
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate

In the event of a child going missing on an outing:

- Staff members and parents are responsible for the children they have been allocated
- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray
- The manager searches the immediate vicinity but does not search beyond that
- The manager contacts the local Garda station and reports the child missing and then follow their instructions
- The manager contacts the parents, who makes their way to the setting or outing venue as agreed if they are not already with the group
- Staff take the remaining children back to the setting if applicable
- A full and thorough review of procedures and practices will take place to determine how the incident occurred and changes will be made if appropriate

This policy was approved on behalf of Committee and Board of Directors by:

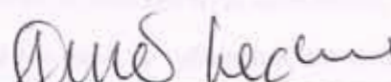
John Nolan

Chairperson, Committee

Board of Directors



30 August, 2018



30 August, 2018

OUTDOOR PLAY POLICY

Outdoor play is an integral part of the curriculum for all age groups, and requires specific planning and supervision.

The outdoor play area is a useful resource and every effort is made to enable the children to have supervised free access to the outdoor play area every day.

PROGRAMME INFORMATION

Tots 2 Teens outdoor play space is suitable and welcoming. It is a well equipped outdoor play space where children will:-

- Engage in games and activities that will help them in developing concepts relating to body awareness spatial abilities.
- Develop fine and cross motor skills.
- Engage in solitary and group play situations.
- Be creative, solve problems, explore and discover new things about the world around them.

OUTDOOR PLAY SURFACES

We at Tots 2 Teens provide an outdoor play space with three different surfaces, Grass, Tarmac, soft area for different types of play. We also have vegetable and flower beds located in our outdoor area which the children have easy access to. The children learn about growing and caring for vegetables and flowers.

ENCLOSURES

- Our outdoor play space is enclosed with a 6ft high timber fence.
- Our slats are less than 9cm apart.
- It is constructed in such a way climbing is discouraged.
- Closed gates that are safety secured at all times.

PROCEDURES

OUTDOOR AREA: Same child ratio applies.

- We make sure children are dressed appropriately. In hot weather children must wear sun hats and sun cream at all times(cream applied by parents before leaving home). In cold weather children will wear jumpers, coats, hats to ensure that they are kept warm whilst outside.
- Children will never be left alone on play structures.
- Drinking water will be provided throughout play.
- Staff will position themselves in play space in such a way that all children are able to be seen at all times.
- Staff will educate children on safety – help them to determine what is safe – and what is not safe. Tell children about proper uses of the equipment and demonstrate where appropriate.

- Staff will have simple clear rules that can be understood by each child. They will phrase the rules and guidelines in such a way that tells the children what to do, as opposed to, what not to do.

OUTDOOR PLAY EQUIPMENT

We at Tots 2 Teens provide 3 types of slides, Climbing Frame, Caterpillar Tunnel Etc. All above items are on a protective surface. Also a large play gym, 2 single trikes, and 1 double trike. There is also a sand area which is covered in the evenings. All our outdoor equipment conforms to European safety standards.

MAINTENANCE AND INSPECTIONS:- DAILY VISUAL INSPECTION

A daily visual inspection is carried out by staff. A record of daily inspection is kept in a log book.

- Staff checks the entire outdoor play area for hazardous debris, litter or animal waste.
- Check for damage.
- Check for any potential hazard e.g. loose string or ropes, obvious damage to equipment.
- Dry all equipment.
- Monthly inspection is carried out by Safety Officer.
- Check for any damage and where (broken or missing components) to equipment, anything tied or added on to the equipment.
- Check for any broken or missing handrails, ladder rungs.
- Check for splinters
- Check for damage to fence or gates.
- Record any defects in record log. Any defects observed, repairs will be carried out as soon as possible.

OUTDOOR PLAY PROGRAMME

Planned outdoor play experiences are an essential component of any developmentally appropriate program. As with indoor play staff observe children's play outdoors and these observations become the basis for planning outdoor play activities

Outside play is an ideal time to provide planned activities based on science and nature and gross motor development, music and movement. During our outside play time staff will:-

- Assist children in their play by supplying materials they need.
- Interact with the children by being a play partner when appropriate. Expanding and extending the play as necessary.
- Look for 'teachable moments'.

- Observe children's play, noting their interests, their questions and their discoveries. Use these observations as the basis for planning outdoor play experience.
- Guide children's behavior by allowing them the opportunity to solve their own problems, and resolve their own conflicts – but stepping in when it appears that they need help. Any intervention must be done in a helpful and matter of fact manner

Sun Safety Policy:

As some of the children may be allergic to some sun creams, staff will only apply sun cream supplied by the parents. Sunhats also need to be supplied by the parents.

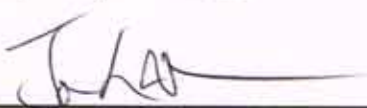
The preschool room is very cool so children have access to this area at all times under the supervision of staff through double doors leading to the outdoor area.

Water is available at all times out of a Ballygowen cooler machine which is at the children's level so the children have access to it using cups provided with the cooler machine.

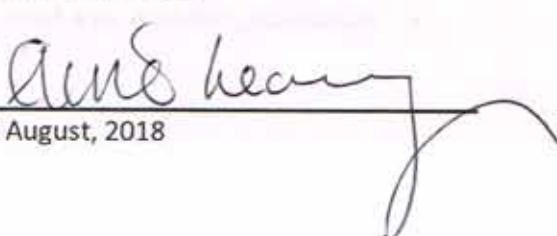
This policy was approved on behalf of Committee and Board of Directors by:

John Nolan
Chairperson, Committee

Board of Directors



30 August, 2018



30 August, 2018

Behaviour Management Policy

For any group to function effectively there must be an agreed framework of rules which is the basis for discipline and acceptable behavior within the setting.

Tots 2 Teens recognises it has a duty to safeguard the well being of users and that the rules should contribute to providing a safe stimulating environment in which children's potential for learning and development is at its best.

The purpose of the rules is to enable all children to flourish. By promoting good behaviour, valuing co-operation and a caring attitude, the service aims to help children develop a sense of responsibility and well being for themselves and others.

The service aims to treat everyone as an individual whilst encouraging self awareness and an appreciation of how an individual's actions affect others.

With this in mind the service will:

- Develop a set of ground rules which set out the codes of conduct and behaviour expected in the group
- The ground rules need to be positive statements, i.e. We will share. We will take turns.
- The children need to be familiar with the rules and understand the rules.

Children's Rules:

At the beginning of each year, staff and children work together to form a rule chart containing a list of unacceptable behaviours. All children thumb print these rules to accept them.

- Kicking is not allowed
- Punching is not allowed
- Pulling Hair is now allowed
- Slapping is not allowed
- Biting is not allowed
- Pinching is not allowed
- Spitting is not allowed

Feelings:

- We do not hurt anyone's feelings
- Everything in the playschool is for sharing
- No grabbing, wait for the other child to finish playing with toy
- Coughing and sneezing into other children's faces is unacceptable. It is good manners to cover your mouth when coughing and sneezing

In our policy, we include that corporal punishment is not acceptable in the service.

Examples include:

- Smacking and hitting
- Use of any type of physical force
- Threat of physical force as a deterrent
- Shouting at a child
- Humiliating children as a form of discipline

- Bullying children as a form of discipline
- Direct and hurtful criticism
- Cruelty to children

All relief staff and students/volunteers are given a copy of behaviour policy and are made aware of what is not acceptable

We at Tots 2 Teens adopt a problem solving approach to social conflict:-

- Step 1. Approach calmly, stopping any hurtful actions
- Step 2. Acknowledge children's feelings.
- Step 3. Gather information
- Step 4. Restate the problem
- Step 5. Ask for ideas for solutions and choose one together
- Step 6. Give follow up support as needed

Managing Challenging Behaviour

When a child's behaviour is giving rise to concern, the group will make every effort to understand why a child is acting that way and will consult with the parents to identify ways in which the child can be supported.

Staff will record incidents and discuss with family if a child's behaviour is ongoing or becomes severely challenging. The service will implement the following strategies:

- The staff team will hold a meeting to discuss the behaviour and plan out going forward to help the child to overcome their issues
- The child's key worker will carry out a number of observations to try to establish a trigger of the behaviour. All observations will be discussed with the family

If a child continues to need support a protocol meeting may need to be held to develop a plan for the child to have positive experiences while attending the service.

Children are to be treated with respect and dignity and should never be made to feel unwanted or undervalued by any adult while in the service.

Confidentiality will be respected.

Nurturing Positive Behaviour:

Tots 2 Teens follow the HighScope approach and is linked to Siolta and Aistear. The daily routine and program of activities is matched with the child's ability and moves on as they progress so that there is very little opportunity for them to become bored or frustrated.

Our outdoor area provides daily access to spacious outdoor play so that children can run about and let off steam.

Anti-Bullying Policy:

Bullying can take many forms. It can be physical, verbal or emotional, but it is always a repeated behaviour that makes other people feel uncomfortable or threatened. Any form of bullying is unacceptable and will be dealt with immediately. At our service, staff follow the guidelines below to enable them to deal with challenging behaviour.

- Staff are encouraged to ensure that all children feel safe, happy and secure.
- Staff are encouraged to recognise that active physical aggression in the early years is part of the child's development and that it should be channeled in a positive way.
- Children need to be helped to understand that using aggression to get things is wrong and will be encouraged to resolve problems in other ways.
- Our staff are encouraged to adopt a policy of intervention when they think a child is being bullied, however mild or "harmless" it may seem.
- The staff are ready to initiate games and activities with children, when they feel play has become aggressive, both indoors or out.
- Any instance of bullying will be discussed fully with the parents of all involved, to look for a consistent resolution to the behavior.
- If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure our children feel confident and secure in their environment, both at home and in the service.

By positively promoting good behaviour, valuing co-operation and a caring attitude we hope to ensure that children will develop as responsible members of society.

Adults Code of Behaviour

- Adults need to provide positive role models by showing consideration, good manners and respect to and for others, including the children.
- Encourage acceptable behaviour.
- Provide opportunities for freedom, self-expression and exploration without threatening the enjoyment of others.
- Help children develop a good self-image and acquire self-discipline.
- Understand age/stage appropriate behaviour.
- Be able to differentiate between deliberate and accidental occurrences.
- Use appropriate language and establish eye-contact when talking to the children.
- Be fair and consistent.
- Work with parents and carers to promote acceptable behaviour.
- Review rules periodically to ensure they are still appropriate.

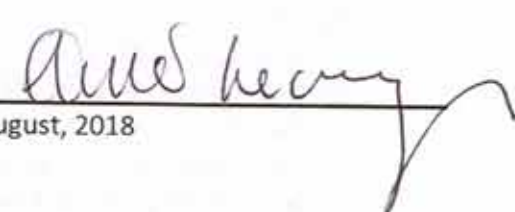
All staff members have up to date Child Protection Training which is updated when required

This policy was approved on behalf of Committee and Board of Directors by:

John Nolan
Chairperson, Committee

Board of Directors


30 August, 2018


30 August, 2018

Food and Nutrition/Healthy Eating Policy

Tots 2 Teens are committed to the promotion of a healthy lifestyle and eating habits for children. The centre will promote a varied and healthy diet for all Pre-School children.

- 1) Water will be available at all times
- 2) Fizzy drinks and fruit squash will not be provided
- 3) Children will have access to fruit if they are hungry between scheduled meal and snack times
- 4) Parents will be advised if their child is not eating well
- 5) Parents of children on special diets will be asked to provide as much information as possible about suitable foods. In some cases, parents may be asked to provide food themselves
- 6) Staff will sit with the children when they eat and encourage good eating habits
- 7) Children will sit when eating or having a drink
- 8) Withholding food will not be used as a form of punishment
- 9) Parents are asked not to send sweets, crisps and other snack foods to the Pre-School
- 10) Birthday Party food should be discussed in advance with staff
- 11) All food in the Pre-School will be provided by their parents.
- 12) Staff will receive training in relation to healthy eating and food safety
- 13) Children will be encouraged to play outside every day, weather permitting, to ensure they receive sunlight which helps their bodies to make vitamin D.

Food for Special Occasions

Food is often part of a celebration, for example a birthday cake. There is nothing wrong with occasional sweet foods. However, in a large childcare setting there may be so many events that treats are available nearly every day. So if there is more than one child's birthday in the one month the centre will combine their birthdays but will celebrate each child's birthday within the group.


Learning through Food

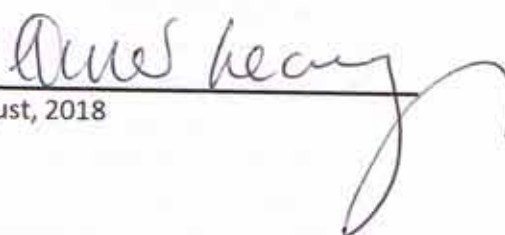
Food is an important part of life. Pre-School can provide an opportunity to learn about food, where it comes from, how it grows, general good health and food cultures. Learning how to choose and enjoy many different nutritious foods in early childhood can provide a foundation for a life time of healthy food choices. In the month of June, the children pick the vegetables that they have grown and taste them, eg carrots, peas herbs lettuce etc

This policy was approved on behalf of Committee and Board of Directors by:

John Nolan
Chairperson, Committee

Board of Directors


30 August, 2018


30 August, 2018

Child Protection Policy

We at Tots 2 Teens are committed to practice protecting children from harm

Management, staff and volunteers/students in this service recognise that the welfare of children is paramount and our service will endeavor to safeguard children by:-

- Having a reporting procedure to respond to concern around children's welfare and safety
- Having a confidentiality statement
- Having a code of behaviour for staff/volunteers/ students
- Have a safe recruitment procedure
- Having a procedure to respond to accidents
- Having a procedure to respond to complaints
- Developing a staff allegations procedure

As part of the policy the service will:-

- Appoint a designated person
- Provide induction training around the group's child protection policy
- Ensure staff attend child protection training as appropriate
- Provide supervision and support for staff and volunteers in contact with children
- Share information about the child protection policy and good practices with families and children
- Review the group's child protection policy and practices on a regular basis.

Reporting Procedure

If there is a concern about the welfare or safety of a child in this service the following procedure will be followed:-

- The assistant/volunteer/student will inform the designated person
- The designated person will consider and record the concern
- They may ring the duty social worker for informal advice, i.e. discussing their concern without identifying the child or family. When appropriate, and/or when advised to do so by the duty social worker, they will make a formal report on the standard reporting form and forward it to the social work department of the Health Service Executive (Western Area)

When a child protection report is being made to the HSE, good practice would indicate that a family should be informed about the report UNLESS DOING SO MAY PUT THE CHILD AT FURTHER RISK. The designated person should seek advice from the social work department in relation to this.

It is anticipated that the designated person will be the senior childcare practitioner/ Manager. The designated person should inform the Chairperson of the Committee that a report has been made to the HSE. Identifying information will not be passed on to the chairperson or any member of the committee in line with the service's 'confidentiality statement'.

Emergency Situations Outside of Social Work Department Hours

Designated persons should be made aware to contact An Garda Síochána in emergency situations where a child is in immediate danger. All staff should know where emergency numbers are kept.

Designated Person

If there is a concern regarding the welfare or safety of a child in this service, the staff member will report to the designated person, who will consider and record the concern. They may ring the duty Social Worker for advice on the matter, without identifying the child or family.

Role of the Designated Person

- The designated person should have completed the Keeping Safe Training as a minimum
- They should be in a position to have an ongoing role in the service
- They should be in a senior position
- They should be open to the topic of abuse
- They should be available and committed to undergoing further training in the area of child protection and positive childcare practices
- They may link informally with the HSE duty social worker to discuss concern around children in their service
- Where appropriate and when advised by the HSE duty social worker, the designated person will make a report without delay on a standard reporting form to the local social work department
- Designated persons acting on behalf of their group will not make anonymous reports in keeping with their child protection policy statement and HSE guidance on the limits of confidentiality
- The role of the designated person should be written into a job description and contract of employment.

Designated Person of Tots 2 Teens

The designated person within our service is Marian Robinson.

In the absence of Marian the person who takes responsibility or concerns regarding children will be as follows:

Playschool: - Playschool Assistant

Afterschool: - Afterschool Leader

CHILD SAFEGUARDING STATEMENT AVAILABLE TO PARENTS IN THE SERVICE

Recruitment policy

This service will ensure that all staff and volunteers are carefully elected by undertaking the following:-

Devising a clear job description which outlines the qualifications, skills and experience needed.

Advertising widely using the agreed job description

Requesting candidates to supply information on an agreed application form, which should include, information re personal details, past and current work/volunteering experience, qualifications or skills relevant to the post.

Two forms of identification including photo ID such as passport/driving licence should be supplied.

Two written references should be supplied:

- These must be followed up with a phone call to verify that they are bonafide.
- This is also an opportunity to ascertain if there have been any concerns that have not been outlined in the written reference.
- Seek Garda clearance (if available) in relation to all candidates.
-

A declaration form should be submitted in relation to criminal convictions for all staff, volunteers and students.

Interviews should be conducted by more than one person. It is the responsibility of the group and not one individual in it to appoint staff/volunteers. All processes should be consistent and transparent i.e. scoring sheets and feedback to candidates. When interviewing, enquire into the candidate's attitudes i.e. child-centered ethos, discipline, child protection, race or culture.

Have a contract of employment with staff, or written agreements with volunteers.

Have a probationary period which is written into the contract.

Ensure that volunteers and students are not left unsupervised at any time.

Induction, Training and Supervision/Support


- All management, staff, volunteers and students will receive as part of their induction input on the child protection policy.
- All management, staff and volunteers will be encouraged to sign up to the child protection policy.
- Designated persons will be released to attend HSE designated training and other relevant training as identified

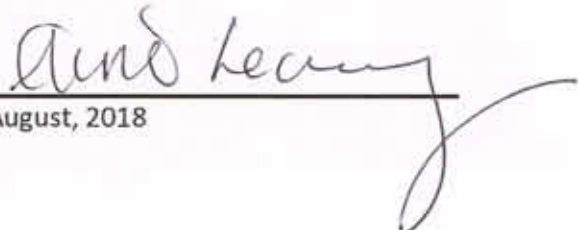
- All management, staff and volunteers will be encouraged to attend keep safe training and other relevant training as identified
- Regular supervision and support will be developed and accessed, which would be available to new and existing staff and volunteers, through one to one meetings or group meetings etc.

This policy was approved on behalf of Committee and Board of Directors by:

John Nolan
Chairperson, Committee

Board of Directors


30 August, 2018


30 August, 2018

Staff Absence Policy

In the event of a member of staff being absent due to illness, annual leave etc. cover will be arranged from the relief staff panel.

The relief staff panel is made up of people who have been interviewed during the recruitment process but were not recruited on that occasion.

The panel is also made up of people who are undertaking training in the childcare sector who volunteer occasionally in order to gain experience, or when requested.

Staff should give as much notice as possible if they are going to be absent for any reason.

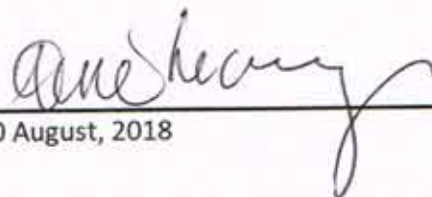
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CLEANING POLICY

One of the most important steps in reducing the spread of common infectious diseases or conditions among children and child care providers is cleaning or sanitizing, or disinfecting objects and any surfaces a child comes into contact with, including floors that could be contaminated and which could spread diseases, to children and staff.

Procedures and Practices including Persons:-

Routine cleaning and sanitizing or disinfecting of the childcare setting will be supervised by Marian Robinson, Centre Manager, Margaret Cunnane, Playgroup Assistant, and Margaret Stenson, Afterschool Leader, according to the schedule and procedures in (cleaning/sanitation procedures check list for Child Care Setting)

Routine Cleaning:-

Using soap and water to remove visible dirt then rinse with clean water .

Sanitizing/Disinfecting

Remove visible dirt and applying an additional sanitizer solution to reduce the number of germs likely to cause disease.

- **Savlon/Dettol – approved as a sanitizer product, is non toxic to children.**
Direction on Use
- **Domestos – Bleach solution is used in the concentrations on the sanitizing and disinfecting guide sheet.**

When Policy Applies

1. Tables used for eating and food preparation will be cleaned with soap and water, rinsed and then sanitized with bleach solution before and after each meal or snack. Chairs washed weekly with sanitizing solution. All units sanitized each week.
2. Toys, jigsaws Etc. wiped or washed weekly with antibacterial wipes or solution or as needed . Toys that are dishwasher safe can be run through a full wash cycle.
3. Dress-up-clothes washed monthly or as needed.
4. Paint gowns weekly or as needed
5. Carpets in all areas vacuumed daily, shampooed as needed
6. Hard floors in sand area and water area swept and sanitized daily. Main rooms swept daily, sanitized Wednesday and Friday. Main Hallway swept and sanitized daily.
7. Water sinks emptied and sanitized daily
8. Sand boxes empties and sanitized as needed
9. Kitchen cleaned daily or more often if necessary. Sinks counters, and floors cleaned and sanitized daily. Refrigerator cleaned and sanitized weekly or

- more often if needed. Microwave cleaned weekly or as needed. Cooker top cleaned daily, oven and oven door weekly
10. Toilets cleaned daily. (Sinks, toilet floors cleaned and disinfected daily). Tiles washed weekly with antibacterial solution. Toilet seats sanitized as needed.
 11. Bins emptied daily and lids sanitized. Bins to be sanitized inside and outside weekly
 12. Doors and door handles sanitized weekly. Windows cleaned fortnightly or as needed.
 13. Children's bags and coats stored in main hall way
 14. Utility mops washed and sanitized daily then air dried in utility room which is inaccessible to children. Preschool and Afterschool have separate mops for each room and toilets.
 15. General cleaning of preschool and afterschool, main hall way, kitchen, staff room toilets done on a daily/ weekly basis.

All students and volunteers are informed on cleaning schedule.

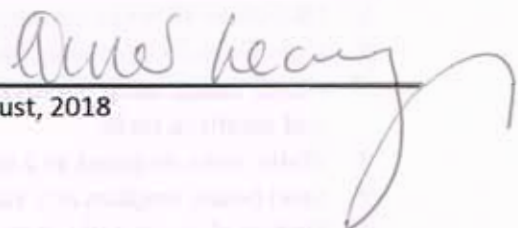
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